

**Minutes**  
**Administrative Council – College of Education and Behavioral Sciences**  
**Thursday, August 30, 2012 – 9:30 a.m.**  
**Dean's Conference Room, GRH**

Present: Evans, Applin, Dietrich, Gott (for Carter), Haggbloom, Kirchner, Kline, Norman, Poe, Pope-Tarrence, Walters

**Challenging the Spirit** – This booklet was distributed for information.

**Faculty Workload** – Department heads need to continue working on these reports. There is no standard format to use.

**Promotion and Tenure** – The Dean will meet with each department head, as the Provost has requested a document from the college. A college committee may be formed to address this issue. All of this will tie in with faculty evaluations.

**Marketing** – The marketing piece from Gordon Ford College was distributed and discussed. Department heads should review this document to see if we could do something similar.

**University Academic Complaint Committee** – A faculty and a student representative are needed. Dr. Poe will forward the names of those who served for the last complaint, and department heads will look over the list to approve the members.

**REACH Week** – Submit names of faculty to the Dean ASAP.

**SITE Evaluations** – Mid-semester online SITE evaluations will not be administered this semester.

**Faculty Continuance** – Reports are due September 10. Be sure the Dean is aware of any non-continuance situations. He added that it is preferable in those cases that the individual be encouraged to resign.

**Enrollment** – Information was distributed. Discussion was held on issues with University of the Cumberlands. Dr. Evans will be meeting with GRREC superintendents relative to this.

**Graduate Studies Policies** – Concerns were expressed. The College representatives need to be aware of these concerns. A change in personnel in that office may impact the College. Dr. Evans noted that concerns can be brought to the Department Heads Council.

**EBSS Program** – Comments were made related to marketing of this program.

**KCTCS** – Brief comments were made.

**Graduate Program Enrollment** – The suggestion was made to consider offering waivers in the summer to entice prospective students. Concern also was expressed relative to students who receive tuition waivers having to wait until the last minute to register for a class. Dr. Evans will check into this.

**Staffing Plan** – Considerable discussion was held. Comments were made on phase 2, and particular concern was expressed relative to basing staffing on enrollment growth.

**Carry Forward Funds** – Some discussion was centered around University Productivity Awards. The units within the college will receive their funds, and the Dean’s Office still has DELO funds. The dean noted that he will limit amounts for faculty travel to \$400 per trip, but he will remain flexible on the number of trips.

**Draft Policy on Payments to Human Research Participants** – Department heads were asked to review the document and provide feedback. The word “draft” will be removed, and the revised document will be distributed to Council members. Also, they were asked to be thinking about the “modest remuneration” issue.

**Freshmen Assembly/Majors and Minors Fair/Focus on Western** – Encourage faculty and students to attend, and be sure all undergraduate programs are represented.

**Graduate Council Policies** – Department heads should review the policies and voice any concerns.

**Brochures/Marketing Pieces** – Updated photos are needed for brochures and other marketing pieces. It was noted that the University Photographer is available to photograph events. The comment was made to check the laws on obtaining permission to use photos.

**College Personnel** – There are plans to hire a college programmer in the near future.

**Incoming Freshmen** – Emails are being sent to all incoming freshmen who expressed an interest or declared a major in CEBS. The Dean plans to maintain contact periodically throughout the semester. Additional comments were made on the success of the Master Plan luncheon.

As there was no further business, the meeting was adjourned.

Cathie Bryant, Secretary